

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

STUDENT FUNDRAISING AND CROWDFUNDING

The purpose of this regulation is to provide detailed guidance for student fundraising and crowdfunding undertaken in the name of the District in support of Board Policy 5135.0. To expedite the approval process, this regulation provides an Approval Form (page 5).

“Student fundraising” is defined as solicitation and collection of money or other donations by students or at school-sponsored events for any purpose and includes the collection of money in exchange for tickets, papers, or any other goods or services.

The following regulations apply to all student fundraising:

1. No fundraising activity is allowed during school instructional time unless specifically approved in writing by the Superintendent.
2. Door-to-door fundraising is prohibited for elementary and middle school students although solicitations from family and friends are acceptable. Door-to-door fundraising is permitted for high school students; however, it should be kept to a minimum.
3. School fundraising should generally be limited to those used to provide students with co-curricular, extracurricular, or educational enhancement activities.
4. Participation in fundraising must be voluntary. Students, parents, or staff members who choose not to participate in fundraising are not to be discriminated against in any manner. Under no circumstances will students’ grades, academic standing, or participation in extracurricular or athletic activities be impacted by fundraising, although students or parents who choose not to participate in school-sponsored fundraising may be charged for their individual student’s portion of the cost of the co-curricular, extracurricular, or educational enhancement activities for which the funds are raised.
5. Funds raised in the name of a specific school group must be used to support that group as a whole, not to support individuals in that group. Systems should not be used whereby individual students are given credit for classroom activities or credit towards their grade for their fundraising participation.
6. All fundraisers involving students must be supervised by authorized adults.
7. All fundraising must be handled in full compliance with Policy and Regulation 3200.6, “Accountability for the Control and Administration of School Activity Funds.” Those seeking approval for a fundraiser must sign a statement (included in Approval Form) prior to any fundraising activity that they will follow the manual in handling the funds raised.

8. All fundraising activities must comply with Regulation 1330.0, "Community Use of School District Buildings and Facilities."
9. School fundraising for the personal benefit of individuals is prohibited unless approved in writing by the Superintendent.
10. Fundraisers involving entire schools must be limited to no more than four each school year. The Superintendent may approve exceptions to this limitation in extenuating circumstances. Exceptions must be approved in writing.
11. The Board of Trustees must approve all fundraising activities involving a contractual agreement of more than one thousand dollars (\$1,000).
12. The principal of the school must approve in writing all fundraising by groups at his or her school. In considering requests, principals will consider the following factors:
 - a. Student and staff member safety.
 - b. The value of any proposed fundraiser against the indirect loss of instructional time and focus.
 - c. How students will benefit from the fundraiser.
 - d. How long the fundraiser will last.
 - e. The number of fundraisers planned for the school year.
 - f. The financial or other burdens a fundraiser may place on students, their families, or community members.
 - g. The complexity of the fundraising effort and any burden it places on teachers and classified employees.
 - h. Any negative effects of having students compete for prizes based on, for example, the amount of their sales or the number of donations collected.
 - i. The quality of any product that students are expected to sell, as well as the reputation of the company or organization sponsoring the fundraiser.
13. The principals must distribute this regulation and the accompanying policy to each student organization or individual granted approval to solicit funds.

Charitable Fundraising

In addition to those listed above, the following additional regulations apply to charitable fundraising:

1. In addition to principal approval, the Superintendent must approve in writing all fundraising to benefit non-school organizations, such as not-for-profit groups. In considering requests from schools or school-related groups to raise funds for non-school organizations, the Superintendent will consider the following factors (in addition to those listed in paragraph 12):
 - a. The organization and/or organizational cause for which the funds are to be raised. Although 501(c)(3) status is one indication of a worthy charitable cause, it is not required for an organization to be considered as a fundraising beneficiary.
 - b. The instructional value or learning benefits to the students involved in the fundraising.
 - c. The benefit to the community, especially the children and youth in the community.
 - d. The benefit to the youth of Nevada or the nation.
 - e. The amount of the funds anticipated to be raised. If the Superintendent expects the funds to be raised will exceed \$2,000, the Board of Trustees must approve the fundraising.
 - f. The group being solicited. If the fundraiser involves the entire community, the Board of Trustees must approve the fundraising.
2. All fundraising for non-school organizations must include these visible or verbal notices:
 - a. "This [insert fundraising activity] does not directly benefit Churchill County School District or benefit its students through District operations."
 - b. "Funds raised by this [insert fundraising activity] will be donated to [insert organization]."

Online Fundraising or Crowdfunding

"Crowdfunding Service" means a web-based service used for the solicitation of goods, services, or money from a large number of people via the Internet.

All property and funds received as a result of online fundraising or solicitation via a crowdfunding service undertaken using association with Churchill County School District becomes the property of the District.

In addition to those listed above, the following regulations apply specifically to online fundraising or crowdfunding:

1. Online fundraising or crowdfunding associated with Churchill County School District must only be undertaken by employees of the District.
2. The principal of the school and the Superintendent must approve all online fundraising activities prior to any employee posting any such fundraising solicitation.
3. Employees must only use crowdfunding services that send the items or proceeds solicited by the employee directly to the school where he or she is employed.
4. Any employee seeking to display or post a photograph of a Churchill County School District student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent.
5. If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.
6. If a solicitation is not fully funded within the time period required by the crowdfunding service, donations must be returned to the donor or to the employee as "account credits."
7. If, for any reason, a solicitation cannot be concluded (for example, the employee no longer works at the original school), donations must be returned to the donor or to the employee as "account credits."
8. Any solicitation must be for educational purposes only (for example, field trips, art supplies, science kits, books, etc.). The solicitation of personal items (for example, winter coats, nutritional snacks, etc.) must benefit students directly.
9. Unless otherwise approved by the school principal in writing, all goods and proceeds solicited and received through any online solicitation becomes the property of the District, and not of the individual employee who solicited the items or funds. The employee is prohibited from taking any such items or funds to another school or location without the school principal's written approval.

ADOPTED: 2/27/18

REVIEWED:

REVISED:

REVIEW RESPONSIBILITY: Board of Trustees / Superintendent

Charitable Fundraiser Approval Form

Sponsoring individual or group: _____

Entity to receive the proceeds of the fundraiser: _____

Description of the fundraiser (please include dates, locations, and other specific information, including groups being solicited): _____

Description of the learning or other benefits to students, if any: _____

Description of the benefit to the community, state or nation: _____

Number of other fundraisers planned for your school during the current school year: _____

If relevant, description of products being sold: _____

Description of involvement of teachers and classified employees: _____

By submitting this approval form, I acknowledge that I have reviewed Policy and Regulation 5135 (Student Fundraising and Crowdfunding) and Regulation 3200.6 (Accountability for the Control and Administration of School Activity Funds). I agree to abide by the requirements contained in them if this fundraiser is approved.

Applicant Signature: _____ Date: _____

Applicant Name, Position and Contact Info: _____

Principal Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____